OFFICE ERGONOMICS

Employers must evaluate and control exposures that have caused repetitive motion injuries, as required by the Cal/OSHA ergonomics standard (Title 8, section 5110).

It is recommended that:

1. The top of the employee's computer monitor be at, or slightly below, eye level. Position monitor 20-24 inches away from eyes or around arms distance away.
2. The employee's elbows be close to their sides and their wrists be straight when hands are positioned on the keyboard or using the mouse.
3. When employees are seated at their workstation, their feet be flat on the floor with the seat back supporting their lower back.
4. The document holder be located close to the monitor with the screen display positioned to minimize glare.
5. The work surface area be of sufficient size to accommodate the monitor, keyboard and mouse, document holder and other task-dependent items.
6. Each employee take frequent, short interruptions from keystroking/inputting at regular intervals throughout the shift in order to give their hands and wrists a break.
7. Each employee maintain proper posture and proper adjustment of the workstation to minimize fatigue.
8. All symptoms of discomfort, pain, numbness, tingling, eye strain or fatigue be reported to the employer as soon as possible so the workstation can be evaluated.